

SIS 2000+ Training Manual

Preparing for Attendance

Using Table Editor

Purpose

Prior to using the attendance module users need to configure their system. Tracks are defined with teachers and students linked to the track, teachers are given a schedule etc. A checklist of prerequisites is given below.

Training Objectives

Develop an understanding of the interconnectedness of the components of SIS 2000+. Understand the attendance code table and its affect on attendance applications.

Accessing

From the SIS 2000+ Main Menu click on the **System** module. From the **System** Menu, click on the **Table Editor** button.

Attendance Code Table

Before teachers and school office staff are able to use the attendance entry applications one code table must be configured. The table is called: Attendance codes. You access the table through the Table Editor under the System button.

Attendance codes used in the school must be defined in this table to be available for teachers and office staff to use when they take attendance.

Scanpresent ~ a 1 indicates the code which, when scanned, will mark a student present. There may only be one code in the column that has a value of 1.

Scantardy ~ a 1 indicates the code which, when scanned, marks a student tardy. There may only be one code in the column that has a value of 1.

Teacherentry ~ a 1 indicates those codes that the school designates as the codes teachers may use to take attendance in their classrooms.

Attcolor ~ designates the color used for the display of the attendance code.

Some Color-codes:

Red	255
Yellow	65535
Bright Green	625280
Dark Green	45335
Green	32768
Blue	16711680
Purple	16711808
Burgundy	75335
Olive	85335

Adacoln ~ is used for average daily attendance calculations for reporting purposes.

Snsort ~ Designates the sort order for the codes. For codes with the same snsor value i.e. 1, codes will be sorted alphabetically by description. Codes with an snsor value of 1 sort before those with an snsor value of 2 etc.

Istardy ~ a 1 indicates a tardy code.

Checklist of prerequisites

- ☑ Attendance Codes need to be appropriately configured for the school district.
- ☑ Track Calendar defined.
- ☑ Faculty members have an active status for the track.
- ☑ Teachers need the teacher box checked in their status record.
- ☑ Master Schedule of classes created for all faculty members for the track
- ☑ Class sections specify that attendance is taken in the Master schedule editor.
- ☑ Students are active within the track.
- ☑ Students are scheduled into classes.

Faculty members which teach in more than one track

For those faculty who teach in multiple tracks, an active status record must exist for each track in which they teach. In addition, the **Teacher** check box must be checked for all active status records.

Teachers Taking Attendance in Class

Teachers only have access to their own classes for attendance purposes. Attendance clerks and office staff may overwrite a teacher's attendance after it has been entered to update a student's record with more accurate information i.e. change an "absent" to "doctor's appointment".